

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-LM-S P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 735-1-1

1 August 1992

Property Utilization
PROCEDURES FOR ROUTINE CHECKS OF PROPERTY

1. Purpose. This regulation establishes responsibility, and procedures for making utilization checks and/or walk-throughs to determine proper utilization of equipment with or without utilization standards.
2. Applicability. This regulation applies to all district components.
3. References.
 - a. AR 71-13
 - b. AR 11-18
 - c. ER 700-1-1
4. Responsibilities.
 - a. All Hand Receipts Holders and their supervisors are responsible for conducting walk-through surveys of their areas.
 - b. The Property Book Officer is responsible for ensuring walk-through surveys are conducted, and reports are submitted.
5. Procedures.
 - a. Equipment with utilization standards will be tracked via Engineer maintenance regulations or through the use of DD Form 1970 or DA Form 2408-9, as applicable. Monthly reports will be made from these forms, which will be consolidated into quarterly reports.

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The hand receipt holder will consolidate the quarterly reports into annual reports. The annual report will contain justification for underutilized equipment, which will include the reasons an item of equipment is needed and why it does not meet the normal usage standards. The original copy of the annual report will be forwarded to the Logistics Management Office, LM-SP, for action. The hand receipt holder will keep a copy of the annual report for review during command inspections.

b. Equipment without utilization standards will be monitored through use of equipment walk-through surveys. Documented walk-throughs will be conducted by the hand receipt holder, and the hand receipt holder's supervisor at least semi-annually. Unannounced, undocumented walk-throughs will also be conducted by the hand receipt holder on a continuing basis to plan the second line supervisor's walk-through. The hand receipt holder and second line supervisor shall not delegate this responsibility to a subordinate.

(1) The second line supervisor's walk-through will be planned to review all areas prior to the semi-annual review.

(2) the hand receipt holder should consult usage reports and hand receipts prior to the walk-through and use these documents to identify area of concern.

(3) The second line supervisor's walk-through should allow for review of all problems found during the hand receipt holder's walk-through. The second line supervisor should also be shown areas that have exceptionally good management and utilization.

(4) The walk-through usage review will use as a minimum the checklist at Appendix A. A copy of the quarterly reviews will be provided to the Chief, Logistics Management Office.

c. Job peculiar equipment is specific items of equipment dedicated to a specific task, to include equipment that has been modified to enable it to perform a specific task. Optimum usage standards for this equipment are established IAW AR 71-13 and are shown in Appendix B. If weather conditions or other reasons, e.g., Congressional mandates, legal or safety considerations, emergency requirements, etc., make the application of usage standards inappropriate, these items may be exempted from collection of usage data. However, an economic analysis (cost comparison if single item) will be maintained with the usage reports completed per AR 11-18 and will be made available to equipment survey teams or auditors.

d. Equipment pools will be established where feasible for commonly used equipment to facilitate the exchange of repairable items to prevent unnecessary procurement. The equipment pool will also be used to prevent unnecessary procurement. The equipment pool will also be used to prevent procurement required for short time periods. Serviceable equipment will be loaned to a hand receipt holder on a sub hand receipt, ENG Form 4866, Interim Hand Receipt (copy 2). This applies to audio visual equipment managed by IM, office furniture and equipment managed by LM, and applicable R&D equipment. IM must obtain approval from Defense Automation Resources Information Command (DARIC) prior to establishing an ADPE pool or maintenance float. Without approval from (DARIC), excess ADPE is subject to immediate redistribution.

(1) A separate hand receipt account shall be established by the PBO for each equipment pool, and an equipment pool manager established by the hand receipt holder.

(2) The equipment pool manager will establish a suspense date for return of these items. A suspense control will be maintained for all equipment on loan from the equipment pool. Property not returned by the expired suspense date will be recalled, or the loan extended.

E. The annual report on equipment with utilization standards and justifications for retention will be forwarded to Logistics Management Office, where it will then be forwarded to Logistics personnel, USACE Command level for review where appropriate action will be taken. The quarterly reports on equipment without utilization standards will be retained in the Logistics Management Office, District level for reviews and appropriate action.

2 Appendixes
Appendix A - Checklist
Appendix B - Usage Standards

DONALD R. HOLWARTH
Colonel, Corps of Engineers
Commanding

DISTRIBUTION C & D
Plus: CESAS-LM (25)
CESAS-LM-S (50)
CESAS-IM-SM (5)

APPENDIX A
SAMPLE FORMAT - CHECKLIST

	YES	NO
Is equipment being properly used?		
Is there duplication of equipment?		
Is equipment being maintained to minimize downtime?		
Are functions using like equipment consolidated to the extent possible?		
Is Calibration of equipment that is in standby storage or otherwise not currently in use still required? Is it properly identified, reported as necessary, and adequately maintained?		
Is Excess equipment removed from the work area and in the process of turn in?		
What Actions were taken on the recommendation of previous walk-through?		
List Items of personal property excessed or pooled as a result of walk-through.		
Approximate Number of items reviewed		
Additional remarks:		

Name/date/title of position of person conducting walk-through

APPENDIX B
USAGE STANDARDS

<u>EQUIPMENT</u>	<u>USAGE STANDARD (DAYS PER YEAR)</u>
Barge, fish hauling	45
Compressor, air power drive truck or trailer mounted	45
Crushing and acreeing equipment	45
Mowers, lawn	45
Pest control spray and fog machine	45
Plow, forest fire and trailer	45
Servicing platform, truck mounted	45
Snowblowers	45
Snowplows	45
Sweepers, lawn and grounds	45
Tractor, forest fire	45
Trailer, shop van	45
Tree planters and spades	45
Truck, dump earth moving 15 tons and up	45
Truck, fire	45
Truck, forest fire	45
Truck, hopper	45
Truck, lubrication	45
Truck, maintenance telephone	45
Truck, refuse collection	45
Truck, sludge removal with pump and tank	45
Washing and screening plant self-powered	45